



Bis-Man Transit Board Meeting

November 18, 2016, 11:30 a.m.

Bis-Man Transit Center Board Room

3750 East Rosser Ave, Bismarck ND

Present:

Members: M. Wagner, M. Ellefson, K. Stevenson, T. Woelber, K. Badenhop, J. Pedersen,
D. Kautzmann (phone), K. Sovak, B. Ereth,

Staff: E. Rust, S. Miller, J. Jurgens, N. Vanstad, G. Schumacher, C. Scoberg, R. Rickert (Phone)

Guests: Rachel Drewlow, Commissioner Oban, S. Sauders (Phone)

- **Welcome & Introductions [Ben Ehreth]**

Call to order: 11:45 am

BE moved item #6 to the beginning.

- Roy summarized concerns from U Mary: He discussed contacting Warford for a commitment. Also discussed the shortfall in budget was going to paratransit instead of the fixed route. The City Commission asked in a motion to have us look to how we can spread the costs around.
- Kim B. – Finance Committee met to go over considerations. Committee passed a motion to recommend to the board to give them 3 options: 1. Original proposal, 2. Amended proposal, 3. Run as is – we would need the City to cover any deficits.
- K. Sovak – Discussed that he was bothered by the Mayor’s comments that we haven’t gone to the city with any funding help even though they have said before they are broke and under budget shortfall as well. Also discussed the U Mary route saying that they have tax payers of Bis/Man as well.
- Roy – also heard arguments that since the U Mary route is out of town and those rich kids don’t need it. Our ultimate goal is to provide rides to the public and community. Discussed the letter from Glenn with his proposal.
- Denaë – Concerns with running in a deficit.
- Ben – went over Glenn’s Proposal, highlighting the red areas with the changes to the proposal. There was some confusion over what Glenn referenced in the black areas, because it didn’t match the proposal.
- K. Badenhop – discussed the commissioners do not have a basic understanding of how our Transit operates with round-trip fares and other confusion.

Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.

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- Terry W. – piggy backed DeNae’s & Kim’s comments about meeting with the city to see what financially could be comprised.
- Ben – Asked Commissioner Oban if they would be willing to discuss and work together. He said that they would, speaking for himself.
- Roy – Discussed Glenn’s idea of juggling service based on if we get or don’t get STIC funding would not be wise. This would be hard when completing a RFP for services going forward. Based on Kim B’s input Roy discussed the U Mary route moving the route from where we currently don’t pick up people to where we would pick up students.
- K. Sovak – Discussed the financial impacts where Glenn’s adding back services makes our deficit even larger. Reiterated that if we ask U Mary for a financial commitment we should be asking every business for a financial commitment on the routes.
- Kim. S. – Discussed that she feels this will not pass unless we provide some level of 24/7 service. Also stated the U Mary should’ve been added in somewhere other than a package.
- Kim B. & Kim S. – both discussed the fixed route is terrible and would like to see this service be improved.
- Roy – explained the 5307 based off public transportation and the STIC funding is based off benchmarks related to service hours and service miles. Also, talked about long term big picture with a possible partnership with U Mary for a central hub in the center of town on 5th St.
- Marge – asked about if we take from the limping fixed route, and if there is any room for this.
- Ben – thanked Roy for speaking to the commissioners. Spoke about getting with a joint meeting with the commissioners.
- Denae – Moved to have a joint meeting with the commissioners. Kim. B. seconded.
 - o Karel spoke about the urgency of getting this completed. Discussed looking July for getting everything implemented.
 - o Kim B. – discussed concerns about signing a contract signed at the end of Dec.
 - o Rachel D. discussed the contract is very close to being completed. Looking to add an addendum to continue the current contract month to month until a new contract can be completed and signed.
 - o Kim B. communicated with Rachel, there are some Board members who may no longer support month to month.
 - o Motion Amended – **Meeting with the city/commissioners in the next 2 week or ASAP. Kim. B. seconded.** Unanimous yes.

- **Approval of Agenda [Ben Ehreth]**

- **Consent Agenda - started at 12:48 pm. Karel moved to approve the consent agenda as presented. Terry second.** Motion carried.

1. Previous Month’s Minutes [Kalen Ost]
 - Attachment A – 10.19.16 Transit Board Special Meeting Minutes V2
 - Attachment B – 10.27.16 Transit Board Meeting Minutes V4
2. Financial Report [Roy Rickert]

- Attachment C – 10.16 Financial Packet
- 3. Ride Stats [Roy Rickert]
 - Attachment D – 10.16 Ridership Metrics Report
- 4. Web and Social Media Stats [Kalen Ost]
 - Attachment E – 10.16 Analytics Packet
- 5. Staff Safety Accreditation [Craig Sjoberg]
 - Attachment F – Safety Analytics 11-10-16
- **Regular Agenda**
 - 6. Discussion of City Commission Meeting [Roy Rickert]
 - 7. Update of Progress with City of Lincoln [Roy Rickert] 12:40 pm
 - Mayor Wise has contacted West River. Roy has sent multiple letters. Roy has tried to meet with him in person but only receives responses via email
 - 8. Update of Progress Made on City Ordinances [Roy Rickert]
 - Roy hasn't heard back from Mandan. Discussed currently making progress working with Bismarck. If Bismarck agrees with changes they will send this to Mandan.
 - Karel asked if we are out of compliance with the ordinances currently, Roy stated yes we have been for the past 27 years along with school buses as well.
 - 9. Consideration of Merit Increase for Non-Contracted Employees [Roy Rickert]
 - Up to 3% based on a merit review for all staff except Roy and Shanda
 - Roy will do merit reviews
 - **Marge moves to allow Roy to conduct merit reviews and give up to 3% wage increase of all non-contracted employees. Jeanie seconded.** Motion carried unanimously.
- **Executive Director Report [Roy Rickert]**
- **Committee Updates**
 - 10. Administrative Committee [Kim Badenhop]
 - Kim B. – met 2 weeks ago. Start reviewing personnel manuals by looking at the city's and look to bring something forward to the board for RFP contracts.
 - 11. Finance Committee [DeNae Kautzmann]
 - Update given by Kim B. previously during discussion. Notes above.

12. Board Application [Steve Heydt]
- Marge will ask for a meeting date.
 - o Asked for Shanda to send out the agenda to all board members.
 - **Other Business [Ben Ehreth]**
 - Ben – discussed a meeting where self driving buses are going to be coming to market in the near future. Just food for thought to be thinking that these are coming sooner than you may think.
 - **Executive Session [if needed]**
 - **Adjourn [Ben Ehreth] 12:56 pm adjourned.**